

Park Layne Elementary School

General Parent Information 21/22 School Year

If you have any questions regarding any of this information, feel free to call the Park Layne School office. Realize all of this is subject to change with the current COVID19 situation.

Important Phone Numbers

Park Layne School 845-4470
Park Layne Fax 849-6750
Board Office 845-3576
Bus Garage 845-4492
Absence Line 845-4483

Website - www.tecumseh.k12.oh.us

Building newsletters, calendars, and other important information can be found on the Tecumseh Local School District's website.

Office Hours - Monday through Friday, 8:00 a.m. to 4:00 p.m. during the school year

Student Time Schedule

6:30 am Latchkey opens (Donnelville and Park Layne)
8:30 am K-1 Students who are siblings of older students riding a bus to DN or NC may be dropped off
8:40 am Students eating a school breakfast and being dropped off by a parent may arrive.
8:55 am Students not eating a school breakfast and being dropped off by a parent may arrive.
9:10 am Tardy Bell Rings
3:30 pm Dismissal
3:45 pm Late Parent Pickup Students Dismissed (If a 2-5 grade student is returning from DN or NC, wait and pick up your K-1 child at this time.)
6:00 pm Latchkey Closes (Donnelville and Park Layne)

Online Registration and other district required forms MUST be updated yearly and anytime you have a change in address, phone numbers, emergency contacts, etc. If you have not already done so, please update immediately. The link can be found on the district website under Parent Resources.

(Please note that the district will begin using "Final Forms" for our online registration system beginning in July 2021 instead of OneView.)

Absences

If your child will be absent or tardy, you are required to call the Tecumseh Education Connection automated absence line to report the absence or tardy before 10:00 a.m. each applicable day. Please call the absence line at 845-4483 and follow the prompts to report an absence for a Park Layne student. This line is available 24 hours a day every day.

Breakfast and Lunch Money

Breakfast and Lunch are free for ALL Tecumseh Local students for the 21/22 school year per the federal government.

Communication

We strive to keep lines of communication open. We do call arounds (mass automated phone calls) several times a month to inform parents of upcoming events. More often, we will send quick notifications to parents through Parent Square which will be replacing our Tecumseh App in the coming months. . If you have not yet downloaded the Parent Square app, you may choose to do so through the App Store or Google Play. Once in the Parent Square app, you will be able to decide how to receive communication; text, email, phone or a combination. You may select which language to receive these notifications. Our website has other information you may find helpful, and you can also follow us on Facebook. If you are in need of a Spanish interpreter, please call the school office. If the interpreter is unavailable, you will be asked to leave a voicemail and the interpreter will call you back as soon as possible.

Early Release of Student

Custodial parents picking a child up early from school must provide a photo identification to do so. If the person picking a child up is not the custodial parent, the school must have written permission from the custodial parent and the person picking up the student must provide photo identification.

Latchkey

Latchkey is available before school at 6:30 am at Park Layne Elementary and Donnelsville Elementary. Park Layne Elementary students and Donnelsville students may attend latchkey at either location and will be bused from the other building to Park Layne. New Carlisle students may only attend latchkey at Park Layne Elementary as no buses travel between New Carlisle Elementary and Donnelsville Elementary. Latchkey is also available after school until 6:00 pm every day school is in session. When there is a delay for weather or other emergencies, latchkey will open at 8:30 a.m. Latchkey will be closed on days when school is closed for weather or other emergencies including early dismissals. On **scheduled** 2-hour delays for teacher inservice, latchkey will still open at 6:30 am..

Latchkey fees: \$10 registration fee for your first child, \$1 for each additional child; \$3.50 per hour per child (10% discount for more than 1 child). Registration forms and guidelines are available on the Tecumseh website, the Tecumseh app or in the school office.

Payments for Fees, Meals, Latchkey, Etc.

Payments for workbook fees, meals, latchkey fees, etc. must be deposited by school staff into separate applicable accounts due to the accounting guidelines we must follow. Because of this, we ask whenever possible that separate payments be made for each individual payment required. Also keep in mind we are not permitted to keep money in the building and are therefore unable to make change. Please try to pay the exact amount of each payment if paying in cash. We do recommend payments be made with checks as it is easier to identify if it should get lost. Checks should be made payable to "Tecumseh Local Schools." Please be sure to send a note with each payment stating your child's name and what it is for. School fees are currently \$25.00. School fees payments and lunch payments can be made through the EzPay system online.

Visitors

We are hopeful that as things return to a more "normal", that we will be able to have visitors return to our buildings. However, we made several changes last year that we found to be safer that we will continue to use. If you need to drop anything off for your student, pick up items, sign your child in tardy or pick your child up early, you will be asked to do so in the lobby area. There is a button next to the door that you can use to communicate with office personnel. There will be a table next to the door where items can be exchanged. If you wish to eat lunch with your child for a special occasion, please call ahead and let us know to expect you and please come prepared with a photo identification. If you wish to purchase a lunch, you will need to have exact change for an adult lunch. Please note that you may not bring a fast food lunch for your child. Please reserve this for special occasions. Parents are not permitted to accompany their child to recess.